

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>02/08/10-02/24/10</u>
Total Expense Amount	<u>1018.74</u>
Amount Due Employee	<u>619.66</u>
Form ID	<u>TEA000595374</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	02/09	Lodging	123.85	
2)	02/09	Parking, Auto	28.00	
3)	02/18	Lodging	93.56	
4)	02/18	Parking, Auto	20.00	
5)	02/24	Parking, Auto	15.75	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved
by:

ROCKY J CHAVEZ

Travel & Expense Account Summary

Employee Name ROGER BRAUTIGAN
Expense Dates 02/08/10-02/24/10
Report Name February Travel

Request Total \$ 1018.74
Direct Charge Total - 399.08
Travel Advances - 0.00
Net Due Employee = 619.66

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Mayor	15.75
Regular Travel	National Guard	11.00
Regular Travel	All Hands	332.06
Regular Travel	Funeral	659.93

NOTE: (d)=Direct Charge

DATE	Mon Feb 8	Tue Feb 9	Tue Feb 9							TOTAL
Commercial Air Fare (d)	347.40									347.40
Parking, Auto	9.00	9.00	28.00							46.00
Dinner	18.00	18.00								36.00
Mileage Personal Auto	6.00	27.00								33.00
Auto Rental (d)		51.68								51.68
Lodging		123.85								123.85
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	380.40	251.53	28.00							659.93

Travel & Expense Account Summary

DATE	Wed Feb 17	Thu Feb 18								TOTAL
Mileage, Personal Auto	75.00	75.50								150.50
Lunch	10.00	10.00								20.00
Dinner	18.00	18.00								36.00
Lodging		93.56								93.56
Parking, Auto		20.00								20.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
TOTALS \$	103.00	229.06								332.06

DATE	Tue Feb 23									TOTAL
Mileage, Personal Auto	11.00									11.00
TOTALS \$	11.00									11.00

DATE	Wed Feb 24									TOTAL
Parking, Auto	15.75									15.75
TOTALS \$	15.75									15.75

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Funeral	02/08/10	Commercial Air Fare	347.40	Direct Charge
Regular Travel	Funeral	02/08/10	Parking, Auto	9.00	Cash
Regular Travel	Funeral	02/08/10	Dinner	18.00	Cash
Regular Travel	Funeral	02/08/10	Mileage, Personal Auto	6.00	Cash
Regular Travel	Funeral	02/09/10	Auto Rental	51.68	Direct Charge
Regular Travel	Funeral	02/09/10	Parking, Auto	9.00	Cash
Regular Travel	Funeral	02/09/10	Lodging	123.85	Cash
Regular Travel	Funeral	02/09/10	Parking, Auto	28.00	Cash
Regular Travel	Funeral	02/09/10	Breakfast	6.00	Cash
Regular Travel	Funeral	02/09/10	Lunch	10.00	Cash
Regular Travel	Funeral	02/09/10	Incidentals	6.00	Cash
Regular Travel	Funeral	02/09/10	Mileage, Personal Auto	27.00	Cash
Regular Travel	Funeral	02/09/10	Dinner	18.00	Cash
Regular Travel	All Hands	02/17/10	Mileage, Personal Auto	75.00	Cash
Regular Travel	All Hands	02/17/10	Lunch	10.00	Cash
Regular Travel	All Hands	02/17/10	Dinner	18.00	Cash
Regular Travel	All Hands	02/18/10	Mileage, Personal Auto	75.50	Cash
Regular Travel	All Hands	02/18/10	Lodging	93.56	Cash
Regular Travel	All Hands	02/18/10	Parking, Auto	20.00	Cash
Regular Travel	All Hands	02/18/10	Lunch	10.00	Cash
Regular Travel	All Hands	02/18/10	Dinner	18.00	Cash
Regular Travel	All Hands	02/18/10	Breakfast	6.00	Cash
Regular Travel	All Hands	02/18/10	Incidentals	6.00	Cash
Regular Travel	National Guard	02/23/10	Mileage, Personal Auto	11.00	Cash
Regular Travel	Mayor	02/24/10	Parking, Auto	15.75	Cash